

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
MEETING MINUTES – February 16, 2016**

**CALL TO ORDER**

The regular meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Chair Paul Wright in the County Board Room. Commissioners Nies, Shimanski, Nagel and Krueger were present. County Administrator Patrick Melvin, Administrative Assistant, Donna Rickeman, County Attorney Michael Junge and County Auditor-Treasurer Cindy Schultz were also present.

**PLEDGE OF ALLEGIANCE**

At the request of the Board Chair, all present recited the Pledge of Allegiance.

**RETIREMENT RECOGNITION**

Recognition of Social Worker Jerry Schimelpfenig's retirement and presentation of a plaque in appreciation for his nineteen years of service to the McLeod County Social Service Department from August 1, 1996 through February 16, 2016.

**EMPLOYEE RECOGNITION**

Recognition from the 2016 President of the Minnesota County Engineers Association Mark Krebsbach of County Engineer John Brunkhorst who was recognized by his peers as the Minnesota County Engineer of the Year for 2015.

**CONSIDERATION OF AGENDA ITEMS**

**Krueger/Nies motion carried unanimously to approve the agenda.**

**CONSENT AGENDA**

- A) February 2, 2016 Meeting Minutes and Synopsis.
- B) January 29, 2016 Auditor's Warrants.
- C) February 4, 2016 Auditor's Warrants.
- D) February 5, 2016 Auditor's Warrants.

**Nies/Krueger motion carried unanimously to approve the consent agenda.**

**PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

General Revenue	\$53,372.92
Road & Bridge	\$26,058.16
Solid Waste	\$51,780.24

**Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$131,211.32 from the aforementioned funds.**

**ROAD AND BRIDGE – Highway Engineer John Brunkhorst**

A) John Brunkhorst requested final acceptance and payment of \$4,467.06 to Midwest Contracting LLC (Marshall, MN) for the following construction projects with funding coming from County, Township and Town Bridge Funds:

1. SAP 43-598-014, Box Culvert Construction on CR 58
2. SAP 43-599-041, Box Culvert Construction on Eagle Avenue in Winsted Township
3. SAP 43-599-042, Box Culvert Construction on Grass Lake in Winsted Township

These projects were completed satisfactorily and final acceptance and payment is recommended.

**Shimanski/Nies motion carried unanimously to approve final acceptance and payment of \$4,467.06 to Midwest Contracting LLC (Marshall, MN) for the above listed construction projects with funding coming from County, Township and Town Bridge Funds.**

B) John Brunkhorst requested approval of county maintenance costs associated with patching and frost boil repairs done on the 2014 improvement project on Sunset Circle and North Sunset Drive in Collins Township.

County labor:	\$3,812.83
County Equipment:	\$5,154.75
County Material:	\$1,139.55
Gravel Test:	\$ 114.99
	<u>\$10,222.12</u>

These repairs were done to maintain the integrity of the improved surface.

**Wright/Nies motion carried unanimously to approve payment of the equipment costs of \$5,154.75 with the rest of the costs being paid by Collins Township.**

- C) John Brunkhorst requested approval of sealcoat on Sunset Circle and North Sunset Drive in Collins Township with a not to exceed cost of \$20,000; contingent upon Township approval and the Township covering costs above \$20,000.

In 2014 the price for the sealcoat was \$27,100 for the same segments of road.

**Wright/Krueger motion carried unanimously to approve sealcoat on Sunset Circle and North Sunset Drive in Collins Township with a not to exceed cost of \$20,000; contingent upon Township approval and the Township covering costs above \$20,000.**

- D) John Brunkhorst requested approval to hire Stonebrooke Engineering (Burnsville, MN) for engineering services related to replacement of bridge 43001 on Hamlet Avenue in Glencoe Township for a not to exceed fee of \$95,125 (based on hourly rates) with funding coming from Township and Town Bridge Funds.

Cost breakdown:

Design engineering: \$35,150

Construction Engineering: \$59,975

Additional quote received: Erickson Engineering (Bloomington, MN) \$107,397.

Bridge 43001 is structurally deficient and Glencoe Township has authorized replacement.

**Nies/Nagel motion carried unanimously to hire Stonebrooke Engineering (Burnsville, MN) for engineering services related to replacement of bridge 43001 on Hamlet Avenue in Glencoe Township for a not to exceed fee of \$95,125 (based on hourly rates) with funding coming from Township and Town Bridge Funds.**

- E) John Brunkhorst requested approval to purchase a 2017 Mack tandem truck chassis from Nuss Truck and Equipment (Roseville, MN) (State Contract T-647(5)) for \$124,231.64 with funding coming from the 2016 Highway budget.

This truck would replace a 1997 Ford L9000 with 210,000 miles.

**Nagel/Krueger motion carried unanimously to approve the purchase of a 2017 Mack tandem truck chassis from Nuss Truck and Equipment (Roseville, MN) (State Contract T-647(5)) for \$124,231.64 with funding coming from the 2016 Highway budget.**

- F) John Brunkhorst requested approval to purchase a truck equipment package (box, plow, scraper, wing, sander, and misc.) from Towmaster, Inc. (Litchfield, MN) or \$113,841 (State Contract S-863(5)) for \$113,841 with funding coming from the 2016 Highway budget.

**Krueger/Shimanski motion carried unanimously to approve the purchase of a truck equipment package (box, plow, scraper, wing, sander, and misc.) from Towmaster, Inc. (Litchfield, MN) or \$113,841 (State Contract S-863(5)) for \$113,841 with funding coming from the 2016 Highway budget.**

- G) John Brunkhorst requested approval to sell a 1997 Ford L9000 plow truck (plow, sander, and wing) for a minimum bid of \$12,780 through MinnBid which is an online auction. (this represents the trade value toward the new Mack, if we can't sell it for the minimum bid, we will trade it).

**Nagel/Krueger motion carried unanimously to approve the sale of a 1997 Ford L9000 plow truck (plow, sander, and wing) for a minimum bid of \$12,780 through MinnBid.**

#### **PUBLIC HEARING – City of Stewart - North Connector Road Project**

- A) Shannon Sweeney requested adoption of Resolution 16-CB-08 Property Tax Abatement for a portion of its respective share of the taxes received from the FormAFeed parcels.

Form a Feed, the largest employer in the City of Stewart, recently indicated that they were intending to expand their livestock feed mill facilities and add up to 25 additional employees. As a result of this expansion, an additional 210 truck trips a day would be generated by their Stewart facility. Form a Feed currently generates approximately 100 truck trips a day that utilize local streets through residential areas of the community.

In order to reduce the proposed truck traffic through residential areas, and provide access to additional vacant land that could be developed for industrial purposes, the City of Stewart is proposing to construct a new roadway that will connect Yankee Avenue and McLeod County CSAH 7, both of which are designated truck routes that would provide a more appropriate means of access for Form A Feed and related development (North Connector Street Project).

The County shall abate a portion of its respective share of the taxes received from the FormAFeed parcels commencing with taxes payable during the year 2017 (the "County Abatement"). The County shall annually abatement a

maximum of \$8,000 in property taxes. The abatement term shall be for 10-years. The total abatement amount shall not exceed \$80,000.

**Nies/Krueger motion carried unanimously to adopt Resolution 16-CB-08 Property Tax Abatement for a portion of its respective share of the taxes received from the FormAFeed parcels.**

**ASSESSORS OFFICE – County Assessor Sue Schulz**

- A) Sue Schulz requested approval of a \$10,000 payment for a project manager hired by Minnesota Counties Computer Cooperative for new tax and Computer Assisted Mass Appraisal (CAMA) System with funding coming from the Compliance Fund.

**Nies/Shimanski motion carried unanimously of a \$10,000 payment for a project manager hired by Minnesota Counties Computer Cooperative for new tax and Computer Assisted Mass Appraisal System with funding coming from the Compliance Fund.**

- B) Sue Schulz requested approval of settlement offer for Central National Bank – parcel number 23.036.4200 for payable year 2013 of reduction from \$490,300 to \$363,800.

**Nies/Nagel motion carried unanimously to approve settlement offer for Central National Bank – parcel number 23.036.4200 for payable year 2013 of reduction from \$490,300 to \$363,800 and to allow County Attorney the ability to sign on the boards behalf and accept tax settlement offer.**

**JAIL RENOVATION & COURTHOUSE SECURITY –Contegrity Group Construction Manager Larry Filippi and Wold Architect John McNamara**

- A) Larry Filippi of Contegrity Group presented the total budget cost of the jail renovation and courthouse security project, based on the bids received, would be \$7,693,764.60 (including alternate bids of \$166,483 for kitchen equipment and finishes, courthouse access upgrades and rubber flooring) about \$300,000 less than the estimated cost of \$7,990,000.

Larry asked that the Board not award the bid of the fire protection and temperature controls at this time to look into these quotes to further research if there is room for some cost savings.

Project may start as early as April 1<sup>st</sup> pending weather conditions. Total project length will be approximately 16 months.

A list of bids for all categories can be obtained by contacting the County Administration Office.

Wright/Nies motion carried to approve bids for jail renovation and security project with the exception of fire protection and temperature controls at a cost of \$7,693,764.60 (including alternate bids of \$166,483 for kitchen equipment and finishes, courthouse access upgrades and rubber flooring).

Roll Call Vote: Nies - Yes, Krueger - No, Nagel – Yes, Shimanski – Yes, Wright – Yes.

#### **PUBLIC HEARING – Notice of Hearing on Repair Petition CD #26 and CD #27**

A) Consider approval of Engineers Report on County Ditch #26 and County Ditch #27.

Justin Black from Short Elliott Hendrickson Inc. (SHE) presented the engineers report for the repair of County Ditch #26 and County Ditch #27:

Existing conditions:

- CD 26 & 27 were last improved in 1980
- Ditch ranges from 6-17 feet deep with 1 ½ to 1 side slopes
- Contains approximately 3,500 acre watershed.

Nature of the project:

Sediment Removal

- Survey cross section completed every 400-500 feet on nearly 6 miles of ditch
- Existing ditch profile was compared to the profile from the 1980 improvement project plans
- Identified areas of sediment removal needed on side slopes
- Side slope turf can be preserved
- Most of the sediment was in the bottom 1/3 of the ditch
- Recommended that portions of the ditch be excavated from both sides due to depth of sediment
- Majority of the ditch can be excavated from one side
- Washout areas have been identified for repair
- Recommend replacing side inlets as part of the project

Restoration of grass buffer

- One rod grass buffer will be restored to each side of the ditch as a part of the project
- Recommend that crop damage be paid to a width of 75 feet from the top of ditch
- This area would be used for the clean out operations and spoil pile leveling

Tree removal



Winsted Township did not make recommendation of the proposed application at their regular meeting on January 14, 2016 due to the request for additional information, which was provided on January 22, 2016.

On January 27, 2016, the Planning Advisory Committee recommended approval by majority vote being taken In Favor - 2; being In Opposition - 1, with the following conditions being applied:

1. Proof of Insurance shall be provided to the Zoning Office prior to any permits being issued.
2. A Bond or Letter of Credit in the amount of \$60,000 shall be submitted to the Zoning Office prior to any permits being issued. (3 MW @ \$20,000 each = \$60,000.
3. Copy of MnDOT proposal granting access to utilize the gravel access road to site location shall be provided to the Zoning Office prior to any permits being issued.
4. Applicant shall be responsible to test for stray voltage on site and neighboring sites on a monthly basis for one year. A copy shall be provided to the Zoning Office.
5. A contact person for noxious weeds and other concerns shall be identified by a placard sign at the sight with contact name and phone number.
6. A contact name shall be provided to the Zoning Office for decommission and reclamation once the essential service is no longer in use.
7. A landscape buffer plan and vegetative management plan shall be provided to the Zoning Office.
8. A wetland Delineation shall be performed by contacting Environmental Services Officer.
9. Applicant shall meet all NPDES Permit requirements.
10. Agricultural fencing with two strands barbed wire shall be installed for site safety and security.

Letters and Petitions in in opposition of the Conditional Use Permit were submitted.

There were a number of people in attendance who were opposed to the Conditional Use permit. Opposition included comments regarding the need for additional set back, stray voltage, the possibility of reduced real estate values and weed control.

**Wright/Krueger motion carried unanimously to table the issue until the April 5<sup>th</sup> McLeod County Board Meeting. This will allow SunShare LLC to bring**

recommendations back to the Board in regards to the concerns from residents that reside close to the proposed Community Solar Garden.

#### **INFORMATION TECHNOLOGY – Director Vince Traver**

- A) Vince Traver requested approval for a three year agreement with Morris Electronics to provide and maintain a Zix email encryption server at a cost of 200 seats at \$5000 a year for three years with funding coming from the 2016 Information Technology budget.

Zix, the current vendor, quoted a three year agreement at \$12,455 per year for a three year contract.

Zix encryption is the chosen application for encrypting emails sent outside of the organization to make sure emails containing secure information are not intercepted by anyone else. The Morris Electronics quote would be a savings of \$7455 per year for a total of \$22,365. It will also save some administration time for not having to support the onsite server.

**Nies/Krueger motion carried unanimously to approve a three year agreement with Morris Electronics to provide and maintain a Zix email encryption server at a cost of 200 seats at \$5000 a year for three years with funding coming from the 2016 Information Technology budget.**

#### **HUMAN RESOURCES – Director Mary Jo Wieseler**

- A) Mary Jo Wieseler requested consideration of February 9, 2016 Personnel Recommendations.
1. Discuss Summer Workers for Parks and Fairgrounds.

**Recommendation: Hire the following Summer Workers for Parks Department: 3 at 36 hours per week, 1at 20 hours per week and 1at 14 hours per week and 2 Summer Workers for Fairgrounds at 40 hours per week. These will be for approximately 12 weeks and the starting wage will be \$9.00 per hour. Returning staff will receive a 2% plus \$.20 increase.**

**Shimanski/Krueger motion carried unanimously to hire the following Summer Workers for Parks Department: 3 at 36 hours per week, 1at 20 hours per week and 1at 14 hours per week and 2 Summer Workers for Fairgrounds at 40 hours per week.**

**Recommendation: Hire 14 hour (year round) Fairgrounds Worker due to resignation.**

**Shimanski/Krueger motion carried unanimously to hire 14 hour (year round) Fairgrounds Worker due to resignation.**

2. Discuss Summer Workers for Solid Waste.

**Recommendation: Hire 2 Summer Interns for Solid Waste (one for MRF and one for HHW). Starting wage is \$9.25 per hour with returning staff receiving a 2% plus \$.20 increase. These will be for approximately 12 weeks.**

**Nies/Shimanski motion carried unanimously to hire 2 Summer Interns for Solid Waste (one for MRF and one for HHW).**

3. Discuss Office Support Aide (grade 9) position in Solid Waste.

**Recommendation: Hire full-time Office Support Aide (grade 9) at Solid Waste due to resignation.**

**Nies/Wright motion carried unanimously to hire full-time Office Support Aide (grade 9) at Solid Waste due to resignation.**

4. Discuss Summer Workers for Highway.

**Recommendation: Hire the five Summer Workers for Highway. One for Engineering, 3 for Maintenance (2 for Road Crew and 1 for Signs) and one to assist GIS. Starting wage will be \$10.25 per hour with returning staff receiving a 2% plus \$.20 per hour increase. These will be for approximately 12 weeks.**

**Krueger/Shimanski motion carried unanimously to hire five Summer Workers for Highway. One for Engineering, 3 for Maintenance (2 for Road Crew and 1 for Signs) and one to assist GIS.**

B) Mary Jo Wieseler requested approval to hire full-time Communications Officer (grade 15) due to resignation.

**Nies/Shimanski motion carried unanimously to hire full-time Communications Officer (grade 15) due to resignation.**

C) Mary Jo Wieseler requested approval for Personal Leave due to a medical condition. Employee has exhausted FMLA Leave and is currently on a 30

day Personal Leave. To extend beyond 30 days requires Board approval, which would be Feb 23 – March 10.

**Nies/Krueger motion carried unanimously to approve Personal Leave due to a medical condition. Employee has exhausted FMLA Leave and is currently on a 30 day Personal Leave from February 23<sup>rd</sup> through March 10<sup>th</sup>.**

- D) Mary Jo Wieseler requested approval of the 2016 Plan Document for the Silver Plan.
- E) Mary Jo Wieseler requested approval of the 2016 Plan Document for the Bronze Plan.
- F) Mary Jo Wieseler requested approval of the 2016 Plan Document for the HSA Plan.
- G) Mary Jo Wieseler requested approval of the Medica Administrative Services Agreement.
- H) Mary Jo Wieseler requested approval of the Medica Stop Loss Agreement.

**Krueger/Nies motion carried unanimously to approve the 2016 Plan Document for the Silver, Bronze and HSA Plans, Medica Administrative Services Agreement and Medica Stop Loss Agreement.**

## COUNTY ADMINISTRATION

- A) Donna Rickeman requested approval of the following committee appointment change:

Ryan Jurgenson replaces Bill Hard on the Planning Committee

**Krueger/Nagel motion carried unanimously to approve the committee appointment change as presented.**

- B) Pat Melvin requested approval of correction to 2016 bids for official newspaper of cost per column inch of \$3.00 not the previously approved amount of \$2.50.

**Shimanski/Nagel motion carried unanimously to approve the correction to 2016 bids for official newspaper of cost per column inch of \$3.00 not the previously approved amount of \$2.50.**

- C) Pat Melvin presented upcoming March workshop agenda items including:  
Discuss Market Study and meeting with Unions, enabling Solid Waste staff to accept credit card payments for recycling at mobile sites abd Town Hall Meeting agenda items.

Nies/Krueger motion carried unanimously to adjourn at 12:45 p.m. until 9:00 a.m.  
March 1, 2016 in the County Boardroom.

ATTEST:

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Paul Wright, Board Chair

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Patrick Melvin, County Administrator